

## PR006 - Originating Office Maintenance Screen

Originating Office Maintenance Screen (PR006)

ORIGINATING OFFICE CODE: AA    ☒ ACTIVE ?    DATE: 19-FEB-1999

NAME: OFFICE OF THE SECRETARY

ADDRESS: 14TH & CONSTITUTION AVENUE, N.W.

ADDRESS: HCHB

ADDRESS:

CITY: WASHINGTON    ST: DC    ZIP: 20230

CANCEL

### Introduction

This procedure describes how to set up and maintain originating office (bureau) codes and addresses in the system. The originating office code is included in document numbers throughout CSPS, including the RFQ and purchase order number, and it is printed on the CD-409. The originating office code data is entered via the CSPS "Originating Office Code Maintenance Screen" (PR006).

Field Name	Description	Attributes	Derivation Source	Query Field	Mapping
<b>ORIGINATING OFFICE</b>	This field lists the originating office code.	Derived	System generated	Y	N
<b>ACTIVE ?</b>	This check box indicates if the originating office code is active. If checked, this code can be used in reports.	Derived	System generated	Y	N
<b>DATE</b>	This field contains the last date in which the originating office data has been modified.	Derived	System generated	N	N

Field Name	Description	Attributes	Derivation Source	Query Field	Mapping
<b>NAME</b>	This field contains the name of the originating office.	Derived	System generated	Y	N
<b>ADDRESS</b>	This field contains the address of the originating office.	Derived	System generated	Y	N
<b>CITY</b>	This field contains the city of the originating office.	Derived	System generated	Y	N
<b>ST</b>	This field contains the state of the originating office.	Derived	System generated	Y	N
<b>ZIP</b>	This field contains the zip code of the originating office.	Derived	System generated	Y	N
<b>CANCEL</b>	Selecting this pushbutton will not save any changes made and exit the user to the last active screen.	Pushbutton	N/A	N/A	N/A